



Job Announcement

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Opening Date:	June 23, 2011	Closing Date:	July 7, 2011
Job Title:	Supervisor II-Traffic Processing Center, Payment Group	Position Type:	Regular Full Time
PIN:	050682	FLSA Status:	Non-Exempt
Location:	District Court Headquarters-Finance Annapolis, Maryland	Grade/Entry Salary:	J10 \$36,635 - \$43,589 (Depending upon Qualifications)
		Financial Disclosure:	No

State employees are subject to promotion/demotion policy

Essential Functions: This is supervisory work providing oversight to 8 employees in the Central Maryland Automated Traffic System revenue department. Manages staff through the review and verification of receipt process and procedures and the collection through the IVR system. This includes ensuring the processing is performed accurately, the data is accurately recorded and the deposits are made accurately and timely. Ensure accuracy of revenue collection through adjustments, clerical/banking errors, approvals. This department processes approximately \$25 million in receipts and millions of dollars in refunds annually. Supervision of personnel including reviewing time cards, granting/denying leave, counseling and disciplinary action, performance appraisals, etc.

Education: High School Diploma or GED.

Experience: Six years of general clerical experience, four of which must have been in a trial or appellate court of the United States. One year of supervisory or lead experience.

Preferred: Completion of Court Supervisor/Manager Certificate Program.

Note: Applicants may substitute education at an accredited college or university for the required general experience at the rate of thirty semester credit hours for each year of general experience.

Skills/Abilities: Knowledge of accounting principles, court policies and procedures and court accounting procedures. Ability to resolve unusual/complex situations in accordance with policies and procedures. Ability to operate the necessary equipment and software. Ability to deal with individuals under stressful or adversarial circumstances. Ability to effectively communicate with employees, the public, and all related court personnel. Ability to assign, organize, coordinate and evaluate the work of the staff performing the functions. Ability to perform the essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.